NFIRS 5.0 REQUIRED FORMAT *

1. File names must reflect the following format:

FILE NAME	Position 1	*One Alpha*	<u>N</u> = NFIRS 5.0 data
	Positions 2-6	*Five Numeric*	<u>12345</u> = FDID number
	Positions 7-8	*Two Numeric*	<u>02</u> = Year
	Position 9	*One Alpha*	<u>Q</u> = Quarterly data
	Position 10	*One Numeric*	<u>4</u> = 4th quarter
	Position 11	*One Character*	Hyphen (-)
	Position 12	*One Numeric*	<u>1</u> = Disk one

EXAMPLE	N1234502Q4-1 =	NFIRS data, FDID 12345, 2002, 4th quarter, disk 1
	N1234501Q4-2 =	NFIRS data, FDID 12345, 2002, 4th quarter, disk 2

    NOTES   **Decimal points should not be included in the data file names.**
    Each 3 ½ inch diskette should hold 1,400 incidents.
    Label the disk to indicate that it contains NFIRS 5.0 data.

2. If you are submitting data for multiple quarters on one diskette, please assign a separate file name for each quarter. Do not combine multiple quarters into one file.

1st quarter	=	January, February, March	DUE April 15th
2nd quarter	=	April, May, June	DUE July 15th
3rd quarter	=	July, August, September	DUE October 15th
4th quarter	=	October, November, December	DUE January 15th

3. We accept NFIRS 5.0 data on 3 1/2" diskette, CD, ZIP disk, or as an email attachment.

    US MAIL   CDF/OSFM
    Data Collection and Research Program
    P.O. Box 944246
    Sacramento, CA 94244-2460

    EMAIL   CAIRS@fire.ca.gov

4. For NFIRS information, resources and support, please contact our program staff.

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